



**CONCORD**  
LUTHERAN ACADEMY

## **CLA School Handbook – 2020-2021**

*Guidance for Students, Families, and the Entire CLA Community*

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## Introduction

***Welcome to the Concord Lutheran Academy (CLA) community!***

### Background

The Southern California Lutheran Elementary School Association, Inc. (SCLESA) is a Christian ministry, dedicated to educating young people in grades K-8. We are also a nonprofit religious corporation, formed by two local Lutheran Churches affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). These churches are:

- Christ the Vine Lutheran Church, Temecula.
- Living Hope Lutheran Church, Wildomar.

Concord Lutheran Academy (CLA) is the first Lutheran Elementary School established by SCLESA. CLA was opened for the 2015-16 school year and has operated under God's hand of blessing since then.

### Document Purpose

This School Handbook provides information that will help to make your participation in our CLA community an enriching and joyful experience.

The contents of this handbook are intended to provide guidance to comply with a variety of governmental laws, regulations, and the SCLESA Constitution and Bylaws (SCLESA, 2015), as well as to present guidelines for the safe and efficient operation of the school(s) SCLESA operates.

It is our desire that the policies set forth in this handbook will facilitate the efficient operation of CLA, so that we might serve you, our congregations, and the community in a God-pleasing manner.

Upon enrolling your child(ren) in Concord Lutheran Academy, you agree that you are willing to comply with the policies stated in this handbook. If you have any questions concerning any information contained in this handbook, please contact the Principal.

### Document Updates and Precedence

The CLA School Handbook is reviewed annually, updated, published, and distributed to all registered CLA students and their families prior to each school year and whenever other updates are made. Families should understand that standards, policies, procedures, and other information may change and that only the most current CLA School Handbook should be used. Some of the standards, policies, procedures, and other information which are a part of the normal operation of CLA will be set aside as the leadership of CLA adapts its program of Christian education to comply with governmental regulations made necessary by the Covid-19 Virus. The Appendix to the CLA School Handbook 2020-2021, will address all exceptions that have been ordered. If further exceptions are required, parents will be notified through the regular methods of

### References

California Department of Education. (2017, December 4). *California Laws & Codes*. Retrieved from California Department of Education: <https://www.cde.ca.gov/re/lr/cl/>

SCLESA. (2015, May 16). *Constitution and Bylaws of the Southern California Lutheran Elementary School Association, Incorporated*. Retrieved from Constitution and Bylaws ADOPTED copy.pdf

## Administration and Logistics

### School Location

Concord Lutheran Academy is co-located with Christ the Vine Lutheran Church, a SCLESA member congregation. The facility address is:

**Concord Lutheran Academy**

29581 N General Kearny Rd

Temecula CA 92591

(951)777-4CLA or (951)777-4252

### School Calendar

CLA maintains a calendar of events and activities for each term. This calendar is available as part of the CLA Enrollment Packets provided during the enrollment period and available from the CLA Office at any time.

### School Hours

The school day for all students begins promptly at 8:30 AM and ends at 3:00 PM.

- The CLA campus is opened every morning at 8:00 AM. Parents should not drop their children off before this time; however, students should plan to be at school by 8:15 AM.
- Parents must pick up their child(ren) by 3:15 PM. If someone other than the usual person is picking up your child, please inform the teacher of this change with either a phone call or a written note.

### Hot Lunch

CLA volunteers offer a hot lunch to the students of CLA once weekly. The lunches are prepared by local vendors and delivered to the school by the volunteers. Details for participation in this program will be made available in summer enrollment packet and weekly in CLA Today. For more information, please contact the CLA school office. On most school days children will be required to bring their own lunch to school. Parents are advised that CLA does not have facilities to refrigerate lunches.

### Drop off/Pick Up Cautions and Procedures

When dropping children off at school, or picking them up at dismissal time, we ask you to follow these important guidelines. The cautions and procedures will help ensure the safety of your children and allow for efficient use of space and time.

1. CAUTIONS:

- a. As you enter or leave the parking lot, exercise extreme caution and reduce your speed.
- b. Proceed through the drop off/pick up circle in a one-way direction. Exit the circle to the right and continue counterclockwise through the parking lot.
- c. Do not pass others as they drop off/pick up their children.
- d. Do not enter the playground area or the circle if the cones are blocking the entrance.
- e. When entering the circle to drop off/pick up children, pull all the way around the circle toward the basketball standard to allow others to drive up safely behind you without passing.
- f. If your child is not ready to be dropped off or picked up and cars are waiting behind you to exit, please exit the circle to the right and come back around through the parking lot.

- g. If cars are in front of you waiting for children to be dropped off or picked up, please do not pass. Wait for cars in front of you to exit the circle.
  - h. Never leave your car parked in the circle while waiting for your children to be dismissed.
  - i. Always have your child(ren) entered or exited safely from the passenger side of your vehicle.
  - j. If you need to visit with the CLA staff, please park in the east section of the parking area and use extreme caution as you (and your children) walk to the school office area.
  - k. Parents are asked to never park in the playground area on school days. This includes the times before, during, or after school.
  - l. Due to the fire hydrant located in the circle, please do not park your car in the circle and leave it unattended.
2. PROCEDURE:
- a. If you arrive before the cones have been removed from the entrance to the circle, please park in the east parking area and wait.
  - b. After the cones have been removed, please drive carefully up to the circle pulling forward as far as possible so that other cars may drive into the circle as well.
  - c. As you drop off your children, please instruct them to exit from the passenger side.
  - d. As your children are dismissed after school, they will be escorted to the cars in this circle.
  - e. After your child(ren) have entered or exited safely from your vehicle, please pull all the way through the circle exiting to the right continuing slowly to the exit.

## Accreditation Status

CLA is fully accredited for Kindergarten to Eighth Grade through WELSSA (WELS School Accreditation). SCLESA has chosen to seek accreditation through WELSSA for these reasons:

- WELSSA accreditation standards are rigorous and based upon over 125 years of experience in educating children effectively according to the combination of governmental standards and Christian doctrine.
- WELSSA has maintained full membership status in the National Council of Private School Accreditation since 2005.
- WELSSA, through its NCPSA membership, maintains a co-accreditation agreement with the Western Association of Schools and Colleges (WASC) and four other regional accrediting associations nationwide.

During 2017-18 SCLESA conducted a thorough self-study of CLA in preparation for an on-site visit by the WELSSA visiting team. The WELSSA visiting team was on-site in February 2019. During this visit, the team evaluated 15 categories of educational standards:

1. The School's Mission and Its Implementation
2. The School's Relationship with the Congregation(s)
3. The School's Relationship with the Home
4. The School's Relationship with the Students
5. The School's Relationship with the Community
6. The School's Relationship with the Wisconsin Evangelical Lutheran Synod
7. The School's Plans for Enrolling Students

8. School Climate
9. School Governance and Administration
10. Professional Personnel (faculty and support staff)
11. Curriculum
12. Instruction
13. Student Services
14. Physical Facilities
15. Information Management

The visiting team found supporting evidence to conclude that 93% of the 245 detailed standards in these categories had been met. CLA was awarded full accreditation by WELSSA. To maintain accreditation CLA annually submits a five-year School Improvement Plan detailing steps to be taken to maintain and improve its educational program.

## What to Expect from SCLESA and CLA

### What is Concord Lutheran Academy?

Concord Lutheran Academy is a full-time Lutheran elementary school offering Christ-centered education to its students in kindergarten through eighth grade. As such, CLA draws its identity from the public teachings of SCLESA member churches and WELS. Just as these churches have their primary objective to share the good news of Jesus Christ with all people, so CLA is dedicated to teaching the truths of salvation in Christ to the children enrolled in our school.

WELS has been active in Christian Education for more than 125 years and CLA shares this heritage with over 350 WELS elementary schools. During that time, God has continued to bless our efforts to provide quality education based on God's holy, inspired Word.

### What We Believe

CLA is founded on these eternal truths as revealed in God's inerrant Word, the Holy Scriptures. These truths also serve as the foundation of our philosophy of education.

1. The Holy Scriptures are God's Word, infallible and supreme, and the only standard for faith and life. (2 Peter 1:21, 2 Timothy 3:16, Psalm 119:105)
2. There is only one true God - the Triune God who is Father, Son, and Holy Spirit, as revealed in Holy Scripture. (Isaiah 43:11, John 15:26, John 14:7-18, II Corinthians 13:14, Matthew 3:16-17)
3. God created all things and created man as the crown of His creation. (Genesis 1-2)
4. Ever since man's fall into sin (Genesis 3), the whole human race is by nature sinful, making all people guilty before God and subject to eternal damnation. (Psalm 51:5, Romans 5:12)
5. In His grace, love, and mercy, God sent His only Son, Jesus, to suffer and die in payment for the sins of all people. (John 3:16, Isaiah 53:5-6, I John 2:1-2)
6. Those who have faith in Jesus as their personal Savior receive the forgiveness of all their sins and the promise of eternal life. (John 3:16, Acts 16:31)
7. The Holy Spirit, working through the Word, creates faith in the hearts of believers. (Ephesians 2:8-9, I Corinthians 12:3)
8. Having been brought to faith, believers seek to grow in Christian knowledge and faith through the study of God's Word. The Holy Scriptures are our only source of comfort, security, guidance, encouragement, and hope for the future. (I Peter 2:2-3, John 20:31)
9. God has given parents the primary responsibility for the Christian training of their children. (Ephesians 6:4, Psalm 78:1-7, Deuteronomy 4:9-10, Deuteronomy 6:6-9)
10. The Lord gave to His church, and, therefore, to each Christian congregation, the responsibility to train its children according to the Scriptures. (Acts 20:28, Matthew 28:20, John 21:12-17, I Peter 5:2)
11. The Lord gave believers the command to preach the saving Gospel to all people. (Matthew 28:19, Mark 16:15)

### Our Mission

CLA's mission is to educate children in the Temecula Valley area according to sound Christian doctrine and based upon the strong educational principles established by WELS and standards for private religious schools established by the State of California's Education Code. In doing so, we reach out to families within our SCLESA congregations, as well as to families outside our fellowship, to offer the benefits of an excellent Christian education to their children in grades K-8.

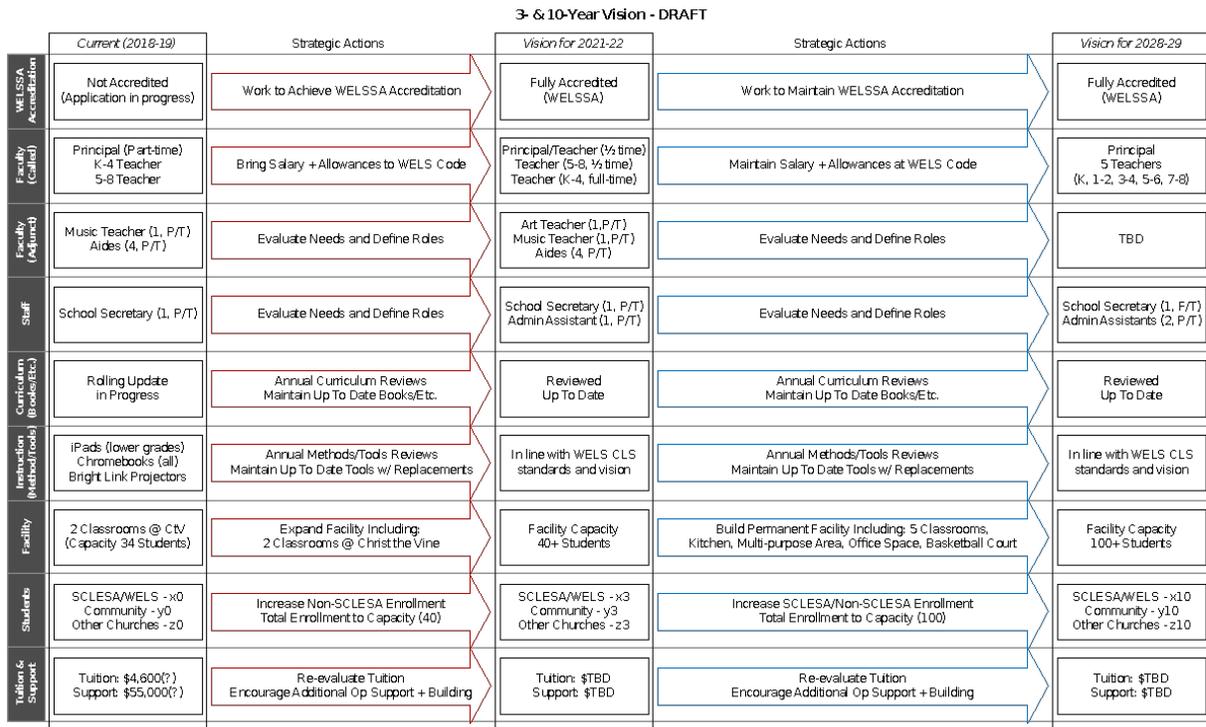
This is captured in CLA’s mission statement:

*Reaching out with God’s Word, Concord Lutheran Academy assists parents in educating, equipping, and encouraging their children for life and for eternity.<sup>1</sup>*

### Our Vision for CLA

The SCLESA Board of Directors adopted this diagram (Figure 1. Vision and Strategy Diagram for CLA) on November 15, 2017 as a summary of its 3- and 10-year vision for the growth and development of CLA.

Figure 1. Vision and Strategy Diagram for CLA



This diagram was developed for consideration by the SCLESA Board of Directors. It shows Concord Lutheran Academy's current situation and a candidate vision for 3- and 10-years into the future, based in part on work by Pastor Derek Bartek. Primary considerations for developing this vision included: sustainability and accreditation by WELSSA.

Vision & Strategy Diagram.graffle

Date: Wed Nov 15 2017

In addition, these statements also help to define SCLESA’s specific vision for CLA:

- Related to societal changes in general:
  - CLA will adhere to the scriptural foundation of the Christian faith, even in the face of changes in society that embrace false virtues and open sins against God and his expressed will.
  - CLA will encourage its students to consider their conduct and life choices in light of God’s will, clearly expressed in scripture, against any secular influences that oppose that will.
- Related to societal changes in the community:

<sup>1</sup> From CLA Mission Statement (*Mission Statement and Vision Statements for Concord Lutheran Academy - 2.4.2017 - APPROVED.pdf*)

- CLA will serve its community by remaining true to sound Lutheran doctrine.
- CLA will serve its community by offering instruction to its students that seeks to reveal the will of God for his people, as expressed clearly through scriptures and Lutheran foundational documents.
- CLA will serve its community by educating its students in the underlying mechanisms created by God that underlie every facet of human life and the natural world.
- CLA will represent itself, through its Principal and others, to community organizations in a manner that upholds sound doctrine without reservation or equivocation. This may include active participation in community events that welcome our participation under these terms.
- CLA will make enrollment available to all students and their families that are willing to accept this foundation without reservation.
- Related to changes in the SCLESA member congregations:
  - CLA was formed by SCLESA, an association of WELS congregations.
  - CLA will seek to be a benefit to each of the SCLESA member congregations through its participation in worship services, support for outreach activities, and educational opportunities for member families and others in the community.
- Related to the financial impact on SCLESA member congregations:
  - SCLESA will operate CLA on a financial system that is independent of any single SCLESA member congregation.
  - SCLESA will work to establish and support CLA for its operations through tuition, fees, and solicited donations so as not to be a financial burden to SCLESA member congregations.
  - SCLESA will direct any financial support over and above that needed for CLA operations toward its tuition assistance program and building/facility expansion programs.
  - SCLESA does not expect to act as a source of funds, or any other type of financial resource, to any of its member congregations at any time, for any purpose.

## Our Objectives

Guided by established foundational standards and building on the foundation of excellence in Christian education that has already been laid throughout WELS, the overall objective of Concord Lutheran Academy is to move the school forward and position it to serve families with excellence in Christian education in the best possible way.

### The Spiritual Objective of our School

Leading the children to realize that they have been redeemed from sin by the blood of Christ is the primary objective of our school. It is our desire that each child is prepared to cope in a sinful world through the careful study of God's Word and His gracious plan of salvation. We want each child to cling to the cross of Christ as his only source of strength and comfort and live with the certainty of the gift of Heaven. It is also our desire, in keeping with God's Word, that the children thank and praise God for all the mercy He has shown to them, and that the children worship and serve God in every thought, word, or action throughout their lives, as the love the Savior motivates them.

## The Scholastic Objective of our School

Realizing that “the fear of the Lord is the beginning of wisdom,” (Psalm 111:10) our school seeks to instill in each child this reverence for God. This reverence serves as the foundation for all other instruction. We want the children in our school to receive the best education possible in every area of the elementary curriculum so that each child will attain a mastery of the basics. We want to provide each child with an excellent foundation upon which to build his secondary and higher education.

In addition to the scholastic objective, our school also strives to meet physical and social objectives for each child. It is our objective to give each child the opportunity to express himself creatively, to realize his identity as a uniquely created and gifted child of God, and to adapt himself to living as a Christian in his family, church, and country.

## Additional Objectives

SCLESA has established additional specific objectives for CLA in the following areas (for more information, please contact the CLA Principal):

- Achieving and maintaining accreditation through WELSSA.
- Faculty and staff enhancements.
- Curriculum and instruction enhancements.
- Facility enhancements.
- Growth in enrollment.
- Maintaining CLA as a private, Christian, and affordable educational option in this region.

## Our Philosophy of Christian Education

Christian education is Christ-centered education. The Savior and His love are to motivate us in all we think, say, and do. The study of God’s Word is the first and most important study of the school day. The other subjects cannot be separated from this study; rather, all other subjects are taught in the light of God’s Word. We believe the Bible to be the inspired, infallible Word of God. We further believe that the Bible cannot contain errors or contradictions and is the sole authority on issues of faith and morals.

## Foundational Standards

The Christian education provided by CLA is built on these foundational standards:

1. **Mission and Implementation:** The mission, vision, objectives (MVO), and action plans are crafted within the framework of the scriptural admonition that we “do all things for the glory of God” (1 Corinthians 10:31). The Christ-centered mission statement and the supporting vision, objectives, and action plans give direction for the entire school and provide criteria for evaluation.
2. **School’s Relationship with SCLESA and its Member Congregations:** A special relationship exists between the school, SCLESA, and its member congregations. The SCLESA member congregations are to “make disciples” (Matthew 28:19). The SCLESA member congregations established SCLESA, and by extension CLA, as a shared ministry to help carry out that mission. SCLESA and CLA serve as important parts of this shared ministry, but one that supports rather than overwhelms the overall missions of each SCLESA member congregation.
3. **School’s Relationship with the Home:** God has given parents the primary responsibility for the Christian nurture of their children. “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord” (Ephesians 6:4). God

has given his church the responsibility of supporting, helping, and encouraging the parents in that primary role. It is important that these distinctive and supportive roles be understood and practiced.

4. **School's Relationship with the Students:** Jesus' directive to Peter, "Feed my lambs" (John 21:15), applied to the church in Peter's day and applies to Christ's church today. That directive and other words and actions of God demonstrate his love for children. SCLESA and CLA will strive to emulate Jesus' attitude, words, and actions regarding children.
5. **School's Relationship with the Community:** SCLESA and CLA, having numerous opportunities and challenges for ministry in the community, will be a good neighbor and responsive to local needs.
6. **School's Relationship with the Wisconsin Evangelical Lutheran Synod:** Maintaining a solid relationship with the Wisconsin Evangelical Lutheran Synod benefits both the school and the synod.
7. **School's Plan for Enrolling Students:** In Deuteronomy 6, our Lord encourages parents to nurture their children. SCLESA and CLA exist to assist parents both within and outside our Christian fellowship and with that task and will encourage them all to enroll their children in the school.
8. **School Climate:** The school's climate is an indicator of how well it is achieving its mission and objectives. Ongoing harmonious, caring, joyful, and compassionate relationships among parents, faculty, and students reflect Jesus' love for them.
9. **School Governance and Administration:** SCLESA and CLA are organized to carry out their stated mission, vision, and objectives. SCLESA member congregations look to the SCLESA Board of Directors and the CLA administration to provide leadership so that the God-given abilities of professional personnel, parents, and students are fully developed. This leadership is a major factor in determining how well CLA achieves its mission.
10. **Professional Personnel (Faculty and Support Staff):** It is vital to CLA's efforts in achieving its mission to have a faculty and support staff who are dedicated to faithfully serving our Lord.
11. **Curriculum:** The curriculum includes all courses, activities, programs, and experiences offered to the students. The curriculum is the vehicle the school staff uses to help it achieve the school's mission, vision, and objectives.
12. **Instruction:** Instruction is planned and directed for the effective implementation of the approved curriculum. All instruction helps the school achieve its mission, vision, and objectives. The school's instructional materials and resources are necessary to the school's total educational effort.
13. **Student Services:** Christian education encompasses every area of a student's development. "Jesus grew in wisdom and stature, and in favor with God and men" (Luke 2:52). SCLESA and CLA, therefore, are concerned with the quality and variety of services offered to students. Those services, as do all school activities, come under the scriptural injunction: "Take captive every thought to make it obedient to Christ" (2 Corinthians 10:5b).
14. **Physical Facilities:** Adequate and well-maintained facilities are important as a school strives to achieve its mission and objectives.
15. **Information Management:** Information management is a key element in the operation of the school.

## Student Education Records

CLA maintains a variety of records concerning the educational career of each student. These records may include (at a minimum):

- Enrollment records.
- Financial records.
- Attendance records.
- Achievement records and grades.
- Athletic records.
- Disciplinary records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education<sup>2</sup>.

At this time, SCLESA and CLA do not receive funds from the U.S. Department of Education; therefore, FERPA requirements do not strictly apply to CLA Student Records.

CLA does, however, offer parents access to, and a measure of control over the release of, their children's education records. These privileges transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level<sup>3</sup>.

- Upon request, parents or eligible students may arrange a suitable time to inspect and review their CLA student education records at the CLA office.
  - CLA does not allow these records to leave the premises and does not provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records in the school office.
  - CLA may charge a fee, in advance, for copies of student records we do provide.
- Parents or eligible students may request, in writing, that CLA amend records which they believe to be inaccurate or misleading.
  - If CLA decides not to amend the record, the parent or eligible student may then request a formal hearing with the SCLESA Board of Directors.
  - After the hearing, if SCLESA/CLA still decides not to amend the record, the parent or eligible student may request to place a statement with the record setting forth his or her view about the contested information. The SCLESA Board of Directors may, or may not, choose to include this statement with the student's records.
- Generally, CLA will request written permission from the parent or eligible student in order to release any information from a student's education record. However, CLA may disclose these records to the following parties or under the following conditions without consent<sup>4</sup>:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;

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<sup>2</sup> See <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

<sup>3</sup> Students to whom the rights have transferred are "eligible students."

<sup>4</sup> FERPA also allows schools to disclose those records to these parties or under these circumstances without consent (34 CFR § 99.31).

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

CLA may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Should parents and/or eligible students choose to request that the school not disclose directory information about them, this request must be made prior to the student's first day of class attendance.

## CLA Faculty and Staff

### Qualifications of the CLA Teaching Staff

WELS operates Martin Luther College (MLC) to train Christians to meet ministry staffing needs. One of those needs is training teachers to be called into the public teaching ministry in the WELS elementary and secondary schools. As God leads, SCLESA calls teachers certified by MLC.

The Principal and each full-time teacher serving CLA has, at minimum, received a Bachelor of Science Degree in Education and are certified by WELS to teach in the elementary grades.

### Faculty and Staff Contact Information

You may contact any member of the CLA faculty and staff through the main telephone number shown above during school hours. If needed, you may also contact them in the following ways:

Role	Name	Email	Phone
Principal	Rev. Derek Bartelt	<a href="mailto:pastor@christthevine.com">pastor@christthevine.com</a>	(951) 970-4089
Teacher (Upper Grades)	Michelle Treder	<a href="mailto:mtreder@concordlutheran.com">mtreder@concordlutheran.com</a>	(262) 957-7394
Teacher (Lower Grades)	Stacey Aguilar	<a href="mailto:saguilar@concordlutheran.com">saguilar@concordlutheran.com</a>	(951) 285-4572
Teacher Assistant	Katie Glowicki	<a href="mailto:kglowicki@concordlutheran.com">kglowicki@concordlutheran.com</a>	(623) 203-9595
Office Manager	Jenny Hefti	<a href="mailto:office@concordlutheran.com">office@concordlutheran.com</a>	(608) 498-7383

### Pastoral Counseling

Role	Name	Email	Phone
Pastor <sup>5</sup> (Christ the Vine)	Rev. Derek Bartelt	<a href="mailto:pastor@christthevine.com">pastor@christthevine.com</a>	(951) 970-4089
Pastor <sup>2</sup> (Living Hope)	Rev. Michael Schroeder	<a href="mailto:revmas74@gmail.com">revmas74@gmail.com</a>	(951) 805-1353

WELS pastors are compassionate and skilled in applying God's Word to a variety of issues, including the death of a loved one, depression, illness, financial difficulties, and many other situations that may affect members of the CLA community.

If you desire pastoral counseling services, please contact one of the pastors listed above directly, or ask the Principal for a referral.

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<sup>5</sup> The pastors listed serve CLA by providing catechism instruction, pastoral counseling, and/or other services in addition to serving the congregations that comprise SCLESA.

## Your Responsibilities

### Enrollment Commitment Fee

Re-enrollment opens for 2021-22 school year on January 15, 2021. Each child enrolled at CLA is charged an enrollment commitment fee (ECF) determined each year by SCLESA. The ECF for the 2020-21 school year will be \$200 if paid by March 1, \$300 if paid March 2 - June 30, and \$400 if paid July 1 or after. This fee must be paid at the time of application for enrollment. This fee is nonrefundable unless the student is denied enrollment.

### Tuition

Tuition is set annually by SCLESA. Tuition is specified in the enrollment form. Parent(s)/guardian(s) of a student enrolled at CLA are responsible to pay the entire amount of tuition and fees specified in their enrollment agreement.

Several payment options are available. Parent(s)/guardian(s) may pay tuition in a one-time payment, semester payments, quarterly payments, or over the course of 10 or 11 months. Tuition may be paid by cash, check, automatic withdrawal, or credit card. Bank processing fees incurred as a result of credit card payments will be charged to the students' tuition account.

### Financial Responsibility

*SCLESA has established a Financial Responsibility Committee (FRC) for the purpose of monitoring tuition payments and assisting parent(s)/guardian(s) with a financial need.*

*The FRC monitors the status of each student account for prompt payment of tuition and fees, according to an agreed schedule. Should a student account become delinquent, the FRC may take appropriate actions to request that the parent(s)/guardian(s) bring the account current. Should the parent(s)/guardian(s) be unable or unwilling to bring the account to current status upon request, the FRC may take additional actions, up to and including termination of enrollment.*

*Tuition assistance may be requested through the TADS process. Tuition assistance application is open January 15 - April 1. Applications submitted by April 1 will be considered by the FRC and award decisions will be communicated to applicants by May 15. Decisions for TADS applications submitted after April 1 will be made after decisions for deadline-compliant applications. The FRC will consider each request based on its merits and award (or deny) assistance in accordance with established guidelines.*

*If parent(s)/guardian(s) desire a change in payment methods or payment schedule, they are invited to speak to the Principal in order to get in contact with the FRC.*

### Responsibility for Communication

The mission of Concord Lutheran Academy stresses the importance of parents and staff working together to carry out the parental responsibility for the Christian training of children. To this end, the CLA staff accepts the responsibility for communication with CLA families. The CLA teachers can only succeed in assisting parents as God blesses them, and as parents make two-way communication open a priority. In addition to reading all school communication (CLA Today, CLA Newsletters, Classroom webpages, CLA Forms, personal emails or texts from CLA staff, etc.), it is also the responsibility of parents to initiate communication regarding any matter that may benefit the children of CLA.

## Filing a Complaint

Should a parent/guardian believe that a member of the CLA faculty or staff is not meeting their commitments, they should follow this procedure:

1. Speak to the person privately and frankly about the unmet expectation. The quickest and most lasting resolutions are implemented in this way.
2. If the matter is not resolved on an individual basis, speak privately with the Principal about the matter. The Principal will determine how to proceed in the matter.
3. If the matter is not resolved with the Principal's involvement, the Principal and/or the parent/guardian may escalate the matter to the SCLESA Board of Directors by speaking directly with a member of the Board or by delivering a written complaint to a Board member.

## Prompt After-School Pick Up is Required

CLA does not offer before- or after-school care programs. If students cannot be picked up by 3:15 PM, the parent/guardian must make other arrangements to ensure the safety of their children.

If parents are repeatedly late in picking up their children, the Principal will contact them to ensure some other after-school arrangement for transportation or supervision is made. If there is no improvement in promptly picking up children from school, the Principal will meet with the SCLESA Board of Directors to determine an appropriate course of action.

## Working Together to Educate Your Child

### Statement of Non-Discrimination

As our Lord loves all children and wants them all to hear His saving Gospel, CLA admits students of any race, color, sex, age, handicap, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CLA does not discriminate on the basis of race, color, sex, age, disability, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

### Entrance Requirements

All incoming kindergarten students will be assessed for readiness. The State of California requires that students be five by September 1 of that year.

The Department of Public Health requires all incoming students to have a physical examination before entering first grade. It is necessary to have a current immunization record for every incoming student. All necessary forms are available in the school office.

### Curriculum

Christian education is Christ-centered education. Therefore, the curriculum followed at CLA is Christ-centered. What follows is a listing of subject areas taught at CLA “in the light of God’s Word”:

1. Word of God – Bible History, Catechism, Hymnology, Church History, Topical Studies, Devotions
2. Reading - Phonics, Comprehension, Literature, Independent Reading
3. Language - Grammar, Mechanics, Usage, Spelling, Creative Writing, Research Writing
4. Math - Basic elementary computation and concepts, Pre-Algebra, Algebra
5. Science - Physical, Life, and Earth science
6. Social Studies - Geography, World History, US History, California State History
7. Music - Singing, Note Reading, Theory
8. Art
9. Physical Education

### Religious Instruction

Each child, without exception, will be instructed in the Word of God and in the teachings of the Lutheran Church drawn from the Word of God. In the course of instruction, it may happen that the false teachings of other denominations or churches will be discussed on the basis of the truth of God’s Word.

All children enrolled in grades seven and eight will attend the catechism class taught by the pastors. The purpose of the class is to give each child two years of concentrated study in the teachings of God’s Word. Upon completion of catechism class, the students are eligible, with parental consent, to make a public profession of their faith and become communicant members of a SCLESA congregation (Christ the Vine, Living Hope) through the rite of confirmation.

### Chapel Services

Every Thursday the entire student body assembles in church for a worship service at the beginning of the school day. Parents are welcome to attend this special worship service with the children. A mission offering is collected each week at chapel. The proceeds are sent to a WELS mission or ministry identified by the faculty at the beginning of the school year.

## Bible Information Class

God teaches us in Scripture that parents have the primary responsibility for the spiritual training of their children. CLA seeks to equip parents to carry out this God-given responsibility. We want the parents of the children we serve to be acquainted with the Bible teachings their children learn in school. For this reason, both SCLESA congregations offer Bible Information Classes periodically. These classes will be publicized through the SCLESA congregations and CLA. If you are looking for more information on these courses, please contact the CLA Office.

## Church Attendance

An important part of every child's faith-life is the participation in and attendance at worship services. Parents, who have the primary responsibility for the spiritual training of their children, model the God-pleasing behavior they wish their children to learn when they attend services with their children.

## Classroom Singing for Church

Occasionally, the CLA students will be asked to sing in one of the SCLESA churches on Sunday morning with their classmates. We encourage all the children to be present for these special worship opportunities. Praising God with our voices is an important part of every believer's faith-life. CLA is committed to nurturing in children the love for music and the desire to sing God's praises. The aim of music instruction at CLA is to develop both a love for music and the skills needed to publicly profess this joy in worship. Participation in the CLA Choir shows appreciation for the musical instruction, it shows support for the other children in the choir, and it helps establish the positive habit of regular divine worship. To support these efforts, please avoid scheduling activities that conflict with the singing schedule and excuse in advance if plans prohibit your child's participation.

## Field Trips

The faculty will schedule educational field trips for their classrooms. When children are taken off campus, signed permission will be required. Parents will be asked to help provide transportation for the children. *If parents will be unable to drive for field trips, charges to help cover transportation costs may be added to the cost for some outings.*

Field trips scheduled by the classroom teacher are considered school days. Children are expected to attend all pre-arranged trips with their classroom. If a child misses a field trip for an unexcused reason, the absence will be marked as unexcused.

## Standardized Testing Program

CLA administers computer generated standardized tests published by the Northwest Education Association. The MAP (Measuring Academic Performance) tests have multiple benefits for CLA. The tests provide a standard for comparing CLA student achievement to a national norm. These tests adapt questions based on student responses, thus providing an accurate baseline for diagnosing student skills. Also, since the tests are administered in the fall, winter, and spring, MAP measures student growth within an academic year. MAP Skills is another feature of the electronic testing. Map Skills identifies basic skills individual students have not mastered. Specific activities are suggested and may be assigned to help develop those skills. Children in K through 8th grade participate in the MAP Growth tests and MAP Skills. MAP reports will be included with student report cards after the 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Parents are urged to discuss the results of these tests with their classroom teacher.

## Classroom Policies and Procedures

### Church and School Property

CLA does not own the building or grounds of Christ the Vine Lutheran Church. Students and faculty alike are requested to care for the church's property as if it were their own.

- School books are to be handled with care. Excessive wear, damage to books, or loss of books will result in the replacement cost being charged to the student.
- No reference books, iPads, Chromebooks or other school property may be taken from school without permission.
- All athletic equipment, art supplies, science equipment, and computer equipment must be used with care and returned to its proper place.
- All noticeable wear, breakage, and/or depletion should be immediately reported to the classroom teacher.

### Playground Area

Children who play outside at recess or noon hour must play in an area of the playground where they are in sight of the supervising teacher. The area to the west of the church building is available for recess use. There is also a public playground adjacent to the school property. Children will be allowed to use this public equipment only when a supervising teacher decides to make use of the playground.

### Locked door policy

During school hours and for the safety of our students, the doors to CLA must remain locked at all times. No one is allowed entrance into the school building at any time unless specifically invited by one of the faculty or staff.

### Telephone

The telephone at school is not for use by students. If an emergency arises, students will be allowed to make a call after permission has been granted by a teacher. Students are not allowed to use cell phones during school hours. Upon arrival at school, student cell phones will be turned off until they have been dismissed at the end of the school day. With the exception of cell phones and classroom Chromebooks, no electronic devices are allowed on campus during school hours.

### Dress Code

Students of CLA are expected to dress in a way that reflects the Christian values taught in school. Clothing must be neat, clean, and modest. The following items are not acceptable for school or school activities:

- Leggings worn as pants with a shirt;
- Hair dyed to an unnatural color;
- Clothing that offends Christian values or good taste;
- Clothing that promotes tobacco, alcohol, or drugs;
- Clothing that promotes activities, products, television shows, movies, or groups that are unchristian;
- Shirts that do not cover the midriff;
- Spaghetti strap clothing or tank tops;
- Ragged clothing, short shorts, or short skirts; (short = mid-thigh)

- Pants and shorts worn with the waistline below waist level;
- Caps, hats, or sunglasses worn in the classroom;
- Make-up in grades K-6 and excessive make-up in grades 7-8;
- Shoes that prevent a student from participating in recess games or PE class;
- Body piercings (other than earrings).

## School Work

### Grading Procedures

Grades are issued at the end of each quarter to inform parents and children of the progress being made. In addition to report cards, Parent -Teacher conferences are scheduled twice each year - at the beginning of the second and fourth quarters. Other conferences may be scheduled by either the parent or teacher as the need arises. Parents of children enrolled at CLA should always feel free to bring any concerns to the teacher at any time. All children enrolled are encouraged to use their God-given talents and abilities to their fullest extent.

### Grading Scale

The grading scale used at CLA for children in grades one through eight follows:

Score	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

### Academic Honors

The Student Honor Roll is published at the end of each quarter to recognize and encourage academic achievement and growth. The Honor Roll recognizes students in grades 5-8 who achieve an A average (90% and above) for the quarter. Students recognized on the Honor Roll all four quarters receive the Award for Academic Excellence.

## SCLESA Academic Excellence Scholarship

The SCLESA Academic Excellence Scholarship recognizes excellence in student academic performance and provides encouragement for high-achieving students to continue their Christian education. The sole criterion for earning this award is the final numerical grade achieved during the 2020-2021 school year. Each of the top three eligible students will receive recognition for their achievement along with a financial award to be applied to the following year's tuition and fees at either Concord Lutheran Academy (CLA) or California Lutheran High School (CLHS). Recipients of the SCLESA Academic Excellence Award will be announced during graduation ceremonies.

### Late Work

Student work is considered late if it is not finished at the appropriate time. The completion of late work will be determined by the classroom teacher.

### Make-up Work

Make-up work created by student absences must be completed. Students will have two days to complete make-up work for each day absent. (2 days absent, 4 days to make up work, etc.) If work has not been completed in the allotted time, the remaining work will be regarded as late work. School work for a planned absence will be given ahead of time at the teacher's discretion.

### Attendance

The California Supreme Court has ruled that attendance in a duly authorized and established parochial school satisfies state compulsory attendance requirements. Therefore, under state law, students enrolled at CLA must attend daily. (Please refer to the Appendices for exceptions to attendance Laws).

Out of love for Christ, who has redeemed us, Christians strive to be diligent and faithful in the education of their children. For this reason, and to follow state and local regulations, students are expected to be prompt and regular in attendance.

### Student Absences

If a student is unable to attend school, the parent is asked to notify the school to inform the teacher of the absence. Parents are also responsible for providing a written and signed message explaining the reason for the absence.

### Excused and Unexcused Absences

Teachers at CLA differentiate between excused and unexcused absences. The following constitutes an excused absence:

- Student illness or disabling injury
- Doctor, dentist, orthodontist, or optometrist appointments
- Funerals
- Court date
- Family emergency
- Family vacations that must be taken during the school year

All other absences are unexcused.

#### Notification of Absence

Parents are expected to notify the classroom teacher in advance of all planned absences. The classroom teacher must acknowledge this notification identifying the upcoming absence as excused or unexcused. Each day missed for an unexcused reason will be considered an unexcused absence. If unexcused absences continue to occur, the Principal will be notified to schedule a meeting with the parent, teacher, and Principal. If there is no improvement in regular attendance, the Principal and SCLESA Board of Directors will be informed of the situation and will recommend appropriate action to be taken concerning the continued enrollment of the child at CLA.

#### Absence Due to Extended Illnesses

If a student should experience an extended illness, a document from a health care professional may be required.

#### Absences Beginning During the School Day

Children enrolled at CLA are not allowed to leave the school grounds during the school day unless a parent notifies the child's teacher in advance. Children who must leave campus during the school day become subject to the school policy concerning excused/unexcused absences.

#### Tardiness

If a student is present for any part of the day they are not marked as absent, however, a student who arrives at school after 8:30 will be marked tardy.

If a child is tardy, a written and signed document excusing the student must be supplied by a parent/guardian. Tardy students must be accompanied by a parent/guardian to the office, where office personnel will open the main entrance to the church building. The parent/guardian will then accompany the child to the classroom.

Parents whose children are tardy more than three times in a quarter will be contacted by the Principal for an explanation of the child's tardy arrival at school and to explore corrective actions.

#### Classroom Discipline

##### Unacceptable Behavior

The following behaviors will not be tolerated at CLA and will result in disciplinary steps being taken to correct the error:

- Defacing or destroying school or church property;
- Climbing trees, buildings, or other school property not intended for that purpose;
- Using or possessing alcohol, drugs, or tobacco products;
- Use of profanity, vulgarity, or other offensive language;
- Possession of a weapon or objects that could cause bodily harm;
- Verbal and physical bullying;
- Sexual harassment;
- Any action which challenges the authority of the teachers, Principal, pastor, or adult volunteers;
- Any action that could adversely affect the physical or spiritual welfare of the students of CLA; or
- Any action which interferes with the opportunity for others to learn.

Each individual classroom teacher determines specific rules for the classroom. In order to create an atmosphere where each student can use his/her God-given talents to the fullest, classroom activities and atmosphere must remain under the teacher's control and be conducive to learning.

### Christian Discipline

The Word of God is the absolute norm of faith and life. Jesus' words are recorded for us in John 13:34-35. As Jesus spoke to His disciples on the evening of His betrayal, He said, "A new command I give you: Love one another. As I have loved you, so you must love one another. All men will know you are my disciples if you love one another." Children, as well as adults, need to live according to Jesus' command, motivated by His great love for us. Unfortunately, each of us has the Old Adam, our sinful nature, which struggles against the fulfillment of Jesus' command. Christian discipline is made necessary because of this. The following steps are in place should a student's behavior make it necessary to implement disciplinary measures:

1. If a student chooses not to comply with a school and/or classroom rule, the student will be corrected by one of the teachers. The teacher will first clarify what the inappropriate behavior is and remind the child that disobedience is not God-pleasing. The child will be led to repent and receive forgiveness.
2. If a student needs further correction, privileges may be lost, or the student will be required to spend time after school in detention. At this point, the parents will be notified because of transportation issues that may arise.
3. If a student repeatedly disobeys the rules, commits a serious infraction of the rules, is persistently disruptive in class, or if the student's behavior is harmful to others, the child may be suspended from school by the Principal for up to three days. Parents of the child must meet with the Principal before the student will be allowed to return to school. All suspensions will be reported to the Executive Director of the SCLESA Board of Directors.
4. If noncompliance with school rules persists, the Principal will recommend to SCLESA's Board of Directors that the child's enrollment be terminated. The expulsion will be noted in the student's permanent file.

### Classroom Management "1-2-3 Magic"

Our faculty has decided to implement a discipline/reward system called "1-2-3 Magic". Please refer to Appendix A: 1-2-3 Magic for more information on this system.

## Health and Safety

### Policies Governing CLA's Called, Hired, Volunteer Youth Workers, and Chaperones

These policies have been established to provide a safe and secure environment for CLA students and to protect our youth workers and volunteers from unfounded accusations and lawsuits.

1. Two-person policy:
  - a. No called, hired, volunteer youth worker, or chaperone is to be alone with a youth or group of youths, out of the view of others.
  - b. All youth activities that are part of CLA's ministry to youth are to have a minimum of two adults present with the youth at all times. The only exceptions are transportation to and from an activity and supervised sports practices in full view of others.
2. Reporting policies:
  - a. All called, hired, volunteer youth workers, and chaperones will follow all the laws governing the California Child Abuse and Neglect Reporting Law (California Department of Education, 2017).
  - b. Those who drive for youth activities will sign a form stating they have read and will comply with policies governing CLA's called, hired, and volunteer youth workers/chaperones and with California Child Abuse and Neglect reporting procedures.
3. Driving policies:
  - a. All drivers must be at least 21 years old and have a valid driver's license.
  - b. All drivers must have at least the minimum car insurance as required by law.
  - c. All drivers must sign a "School Activity Driver Form" each fiscal year.
  - d. All drivers must be free of alcohol and/or illegal drugs when transporting CLA youth.
  - e. Any driver convicted of reckless driving, driving under the influence, or convicted of illegal drugs must discuss the circumstances with the Principal of CLA prior to transporting any of CLA's youth.
  - f. Any driver who has a medical condition and/or is taking medication that may affect driving must discuss the circumstances with the Principal of CLA prior to transporting any of CLA's youth.
  - g. Each passenger must be buckled in his/her own seatbelt, and when required, an age/weight appropriate child restraint seat.
4. Fingerprints
  - a. All volunteers, teachers, faculty, and staff who will have regular contact with CLA youth are required to be fingerprinted and have a background check.
  - b. The cost of the fingerprinting will be covered by SCLESA.

## Emergency Procedures

### Emergency Contact Procedure

If you need to contact your child due to an emergency, first call the main office. If no one is in the main office, the teachers have been instructed to keep their cell phones on and in their desks (phone numbers are listed above). They will check their phones throughout the day and will get back to you as soon as possible.

## Illness, Injury, and First Aid

If a student becomes ill or is injured at school, the following steps will be followed:

1. First aid (immediate or temporary care given only until services of a physician can be obtained) will be given.
2. The parent will be contacted by phone to advise them of the illness or injury. If warranted, arrangements to provide physician's care and transportation to either the doctor's office or hospital will be made.
3. If the school is unable to contact the parent by phone, the emergency contact person listed will be called. If neither parent nor the emergency contact person can be reached, the physician listed on the emergency contact sheet will be called to determine what course of action the physician recommends.
4. If the listed physician is not available, arrangements for transportation to the Temecula Valley Hospital Emergency Room will be made if the Principal and/or teacher determines that such care is needed.

## Evacuation Procedure

In the event of an earthquake or fire, the school may need to evacuate the building premises. The Evacuation Plan is located next to the exit doors in each classroom.

If evacuation of the school buildings is necessary:

- Students, staff, faculty, and guests should proceed to the designated Evacuation Site in the parking lot (past the circle).
- Upon arriving in the designated evacuation site, teachers will perform a visual inspection and head count.
- If a student is missing, the Principal will search for the missing student while the teachers continue to supervise the rest of the student body.

## Earthquakes

All students must have an earthquake kit (provided by parent(s)/guardian(s), kept at CLA, and periodically refreshed) that includes enough food, water, and other supplies for 48 hours.

CLA will schedule regular earthquake drills with participation by all faculty, staff, and students throughout the school year. It is CLA's desire to teach earthquake safety both inside and outside the school environment, such as when and where to take shelter in a classroom or at home.

## Fire Drills

In the event of a fire, all students, staff, and faculty will follow the designated fire plans and safety routes that are posted in each classroom. Students, faculty and staff will meet at the designated evacuation site in the parking lot. CLA will conduct fire drills in compliance with state regulations.

## Lockdowns

In the event of an emergency, intruder, or even if the teachers or students feel threatened by the presence of an individual on campus the school will enter lockdown. All doors will already be locked throughout the day, but the teachers will then escort students away from windows and doors and instruct students to take cover behind desks or tables. The CLA school office will also be locked down and office staff must move away from window and doors. The police will be notified immediately by both teachers and the Principal. Parents are to be notified as soon the police have

removed the threat from the property. Depending on the situation, it may be necessary to cancel classes for the rest of the day.

### Medication policy

No medicine will be given to a student without specific written directions from a parent or health care professional explaining the dosage and frequency the medication is to be administered. All medication to be administered at school must be brought to the school office. All medication administered at school by a faculty or staff member must be in its original container. Children are not allowed to keep any medication in their possession at school.

### Communicable diseases

If a student has a communicable disease such as measles, mumps, chicken pox, or any contagious virus, the school office must be informed as soon as possible. In some cases, the school must report these cases to the Riverside County Health Department. In the event that a communicable disease is identified as a threat to the safety of the community, Concord Lutheran Academy will follow the procedures ordered by governmental authorities.

### Head Lice Policy

Head lice, while a significant nuisance problem, do not transmit disease to humans. Traditionally, head lice policies in schools emphasized that a child infested with head lice could not return to school until no nits were found in their hair (“no-nit” policy). There is no evidence that a no-nit policy prevents or shortens lengths of outbreaks (Pollack et al., 2000, Williams et al., 2001). The American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention are all opponents of no-nit policies (Frankowski and Weiner, 2002; Schoessler, 2004). Furthermore, the “International Guidelines for Effective Control of Head Louse Infestations” state that “the no nit policy is unjust as it is based on misinformation rather than objective science and should be discontinued” (Mumcuoglu, 2007). CDPH recommends a no-lice policy. The essential components of a no-lice policy are the following:

- Early detection of head lice infestations through routine screening by parents and/or caregivers
- Treatment of children found to have live lice
- Distribution of educational material to school staff and parents on head lice, nit combing, and treatment such as “A Parent’s Guide to Head Lice” brochure (available at local health departments and online).

CLA Faculty members will report all suspected cases of head lice to the Principal or designee. The Principal or designee will examine the students in the classroom. Any siblings of affected students will also be examined. If nits or lice are found, affected students shall be sent home from school as soon as possible to allow parents/guardians to carry out recommended treatment procedures.

All students in the affected classroom shall be examined, and notification of the examination will be sent home to the entire school.

Excluded students may return to school after a parent/guardian treats the affected child and notifies the Principal that treatment has occurred. Upon returning to school affected children will be re-examined to verify that treatment has occurred and to encourage all necessary follow-up procedures. The faculty and staff shall make every effort to maintain the privacy of students who have been found to have lice and excluded from class for treatment.

## Extra-Curricular Activities

### Sports

#### Interscholastic Sports Program

CLA teams often compete in interscholastic sports with other WELS schools in the region. Students who maintain minimum eligibility standards are allowed to participate in these events when offered. Speak with the Principal to discover which sports programs are offered and the requirements for participation.

#### Intramural Sports Program

Intramural sporting events may also be scheduled throughout the year. These games will be played during the noon hour recess. All students will be encouraged to participate in these games and no scholastic eligibility criteria will apply to intramurals.

#### Sports Eligibility

CLA places certain limitations on participation in the interscholastic sports program, since participation on these teams is encouraged but not required of students. The children enrolled in CLA are students first and athletes second. This means that scholastic achievement must take precedence over athletic involvement.

In order to compete on CLA's athletic teams, a minimum scholastic standard must first be met, and then it must also be maintained throughout the season by each participating student. Since God has created each of His children with unique talents and abilities, CLA does not identify a single standard for all student athletes<sup>6</sup>. As a result, the classroom teacher and parents will determine each student's eligibility. If there is a question concerning the appropriateness of a child's participation in a sport because of an academic problem, the Principal will make the final decision concerning eligibility.

#### Sportsmanship

Representing CLA is a privilege. Participants in interscholastic events represent their team and CLA to spectators and the teams they play against. As representatives, then, CLA expects that each athlete and supporter will act in a manner that brings honor to CLA at all times and in all situations. Those that do not may be asked to leave the event and may be subject to further action.

#### Sports Dress Code

Students involved in an extra-curricular activity that requires the use of a team uniform must wear the uniform of the school when representing CLA in an athletic contest. Students attending either home or away games or matches must wear clothing that is in keeping with the school's dress code. We also encourage supporters to wear appropriate attire when attending CLA events.

#### Piano Lessons

CLA also offers piano lessons to the students enrolled in our school. These lessons are given during the school day. A fee is charged to those students who choose to participate. Contact the Principal or your child's teacher for more information on scheduling.

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<sup>6</sup> For the gifted student, maintaining a minimum grade level may require no effort, while a student who is academically challenged may find it difficult to maintain even the minimum average with tremendous effort.

## Appendix A: 1-2-3 Magic

*Dear Parents, Guardians, and Families,*

*We are very pleased to be your child's teachers this year, and we look forward to getting to know you and your child over the next few months. We would like to take this opportunity to let you know about a discipline program that will be used in our classrooms this year. Dr. Thomas Pelan, a clinical psychologist, developed this program, called **1-2-3 Magic: Effective Discipline for Children 2-12**. It is a program that incorporates specific, gentle techniques to stop undesirable behavior as well as to encourage positive behavior.*

*Of course, the number one priority during the school day is instruction. We want your child and all of the students in the class to learn as much as possible this year. We find that by having a discipline program that is both warm and has high expectations of behavior, we are able to put the majority of our energy into academics. Our expectations of behavior will be based on showing Christian love, motivated by the Gospel, in our interactions with one another. Correct use of Law and Gospel will be the foundation of our discipline program.*

*Parents and teachers have used **1-2-3 Magic** successfully since 1984. This is an evidence-based program that is easy to use and that works very effectively. There are three steps to 1-2-3 Magic.*

***Step 1** involves managing undesirable behavior by counting to 1, 2, or 3. On the count of 3, the student must take a five-minute time out. This simple technique is remarkably helpful, but only if the adult using it follows what are known as the No-Talking and No-Emotion rules.*

***Step 2** involves encouraging good behavior. There are several simple methods for encouraging constructive actions in kids, including positive reinforcement, charting, and timers.*

***Step 3** involves using some valuable tools for maintaining healthy relationships with children, including active listening and shared fun.*

*All of these steps work together and contribute to a positive classroom climate where your child will feel welcome and comfortable, will practice Christian love, and learn productively.*

*in Christ's Service,*

*Mrs. Stacey Aguilar*

*Mrs. Michelle Treder*

## Appendix B: COVID-19 Reopening Plan, Sample Health & Wellness Screening Document, & COVID-19 Waiver of Liability – Parent/Student

### COVID-19 Reopening Plan

Concord Lutheran Academy - 2020-2021

Updated: September 1st, 2020

In response to the current situation with COVID-19, the faculty proposes the following to be approved in regard to a safe return to school in the fall. While our space may be limited, we believe that we have provided solutions to keep everyone safe.

**Due to CA state guidelines, CLA has decided to begin the school year in an online format only. As soon as feasible, CLA will reopen for on-site, in-person education for the 2020-2021 school year. We take the health of your children and that of the faculty, staff, and volunteers seriously and so we will take every reasonable precaution we can to ensure the safety of our school family. The following plan outlines our safe return to school policies for when CLA can meet for in-person education again.**

*All of these guidelines are subject to change as new information is released or as restrictions are eased.*

#### In-Person Education

##### General principles:

1. Faculty and staff are now required to wear face shields/masks during the day, except for lunch and recess times outdoors
2. Students grades 3rd-6th grade are now required to wear face shields/masks during the day, except for lunch and recess times outdoors.
3. Students grades K-2nd grade are strongly encouraged to wear face shields/masks during the day, except for lunch and recess times outdoors.
4. Acrylic/plexiglass dividers will be installed in both classrooms.
5. Social distancing will be observed whenever possible according to the CDPH physical distancing guidelines.
6. Student materials and manipulatives will not be shared.
7. Limited mixed groups
8. Good hygiene practices will be repeatedly emphasized throughout the year. Extra hygiene stations will have been installed by the time in-person education resumes.
9. Faculty, staff, and any volunteers who are in regular contact with students will be tested every two weeks for COVID-19.

## Personal Protective Equipment

All students, staff, faculty, and volunteers must wear face masks or face shields while in-person learning is taking place. During lunchtime, recess, and P.E. classes while the kids are outdoors, students may remove their masks but must replace them before going back into the school building.

Protective gloves are also provided and encouraged when appropriate. CLA will also provide hand sanitizing stations throughout the building. Furthermore, CLA will also use contactless thermometers during drop-off procedures (explained below).

Acrylic dividers have also been constructed and put into place at student desks to help further the spread of COVID-19.

## Drop-Off Procedures

Please follow these guidelines for dropping off your children for school:

1. Please bring your vehicle to the circle in the parking lot and wait for a volunteer to greet you.
2. Please stay with your child(ren) for temperature checks.
3. After temperature checks where students do not have elevated temperatures, parents can officially drop off their children for the school day.
4. Students can then proceed to wash/sanitize hands before entering the school building.

## Entrance, Egress, and Movement within the School

Signage will be posted signaling where students may enter the school and where students may exit the school building. The main double entrance doors will be reserved for entrance only. The exit doors will be the classrooms' doors or the exterior doors next to the classrooms.

During school hours, K-4th grade will only use the bathroom attached to their classroom. Upper grades will be escorted to use the bathrooms attached to kitchen/office building.

## Social Distancing

All students must remain 6 feet apart while indoors for in-person learning. All student seating has been arranged to keep a social distance of 6 feet. Sibling students (such as twins) or students who live in the same household are allowed to sit next to each other within the 6 ft social distance rule.

Social distance guidelines also apply to outdoor lunch activities. Students from K-4th grade will be assigned a spot at the picnic tables. Students in 5th and 6th grade will eat at their desks indoors.

## Educational Spaces

### Classroom 1 - Upper Grades

In classroom 1, the students will be split between the classroom and the Sanctuary. Classes will be taught primarily in the classroom with the Sanctuary space becoming a study hall, enrichment area, or online video learning space. The students will be split into groups this way to allow for social distancing. We will also use desk/table mounted plastic dividers while doing small group projects and collaborative learning.

A high emphasis will be placed on healthy hygiene practices (hand-washing, disinfecting, etc.). The teacher will limit mixing groups of students. Each student will have their own individual learning supplies.

### Classroom 2 - Lower Grades

In classroom 2, the teacher will place a high emphasis on healthy hygiene practices (hand-washing, disinfecting, etc.) The 3rd and 4th grade students will sometimes use the Sanctuary for study hall throughout the day to limit the number of students in classroom 2. The teacher will limit the mixing of groups of students. The practice of community supplies will be discontinued in the lower grades with each student using their own supplies. The students will also each have their own sets of manipulatives to aid in their learning. When this is not possible, hand sanitizer will be used before and after the activity and the items will be disinfected. Student spots have now been placed 6 ft apart to maintain social distancing while in Classroom 2 or while in the shared learning spaces in the Sanctuary of the church (library or study hall).

### Shared Spaces

When students are using the Sanctuary, each student will have a personal designated study area. We will use spare desks and/or tables with the current set-up of CTV's Sanctuary. The supervisors of the Sanctuary will be trained in our health and wellness procedures and will encourage healthy hygiene habits. The students will use hand sanitizer and disinfecting wipes when they change locations.

### Lunch

Lunch will be at the normal noon time. Upper grades will eat in designated places inside. Lower grades will eat in designated places outside. Eating spaces will be disinfected at the end of each day.

### Recess

Education standards and practices suggest that recess should be conducted as normal. Therefore, recess will be the same as in previous years. After recess, good hygiene procedures will be followed.

### Health and Wellness Checks and Procedures

Screening will be an extremely important part of our return to school plan. There will be two stages of screening performed for each school day. The first, and most vital, will take place at home, as the parents should check their child's temperature every morning before leaving for school. If the child has a temperature of at or above 100.4 degrees F the student should remain home for the day. Parents should also screen their children for any of the symptoms of COVID-19 that are listed on the **Health & Wellness Screening Document** (see p. 39 for a sample).

The second stage of screening will take place once the students arrive at school. Each student will have their temperature taken and will answer the questions on the **Health & Wellness Screening Document** (see p.39 for a sample). Each driver is asked to remain on campus until the screening is completed. After passing through the screening, the student will immediately go to the restroom and wash hands with soap and water, then proceed directly into the school building for the day. Any student who does not pass the health screening at the beginning of the day will leave the campus for the day. If they are not able to leave immediately, they will be quarantined in the office area until they are able to leave the campus. From there they will follow the Sick Student and Employee Policy found below.

Health and wellness checks will be performed by volunteers or parents. These volunteers will wear masks and gloves, and will use contactless thermometers for performing the wellness checks.

Signage will be prominently posted in the classrooms and in other spaces indicating the proper method to protect others when coughing or sneezing. In addition, signage will be posted in the

bathrooms indicating the proper way to wash your hands. Teachers will place a high emphasis on educating the students about stopping the spread of disease through proper hygiene.

Our disinfecting procedure for the facilities will involve thoroughly cleaning and disinfecting any surfaces the students may have touched at the end of each school day. Students will also clean and disinfect their individual supplies at the end of each day using CDC-recommended materials provided by the school.

## Sick Student and Employee Policy

### Sick Student Policy

All sick students must stay home. If any student has a fever at or above 100.4, that student is not allowed to come to school until the symptoms have abated. If a student develops a fever (at or above 100.4) at school or is otherwise ill and deemed unable to continue classroom instruction, faculty and staff will take the following steps:

1. Student will be escorted to a supervised location, preferably the main office.
2. Faculty and/or staff will contact parents/guardians to pick up student as soon as possible.
3. Faculty and/or staff will disinfect the student's learning area.

If the student is experiencing COVID-19 symptoms, please do not come to school. Inform the school office of the absence. It is also recommended that the student contact local health officials to get tested. Please remember that schools themselves are not expected to screen students or staff to identify cases of COVID-19, but this must be handled at a testing center.

If a student is diagnosed with COVID-19, the student is required to stay home. Students who have tested positive for COVID-19 may not return to school until

- 10 days have passed since their last positive test.
- AND 24 hours have passed, without the use of medication
- AND 24 hours with substantial resolution in symptoms, without the use of medication
- OR, 10 days if the individual was never symptomatic.

### Parents must inform the school if their child has been diagnosed with COVID-19.

In the event that a student (or faculty or staff member) has been diagnosed with COVID-19, CLA will close for the remainder of that school week in order to disinfect, communicate with parents, and allow for student families to get tested. Furthermore, CLA will contact Riverside County Health Department to receive further instruction.

It is also necessary for CLA to communicate with families and students who are affected by a fellow student at CLA who contracts COVID-19. Therefore, parents must communicate with both the principal, teacher, and office manager to inform us that there is a case. Then, CLA will reach out to all CLA families, notify the department of public health, and connect parents/guardians of CLA with the appropriate resources including local testing sites. If 2 or more students at CLA (6% of our student body) CLA will toggle back to online learning until it is determined safe to resume in person education.

### Sick Employee Policy

All employees with COVID-19 symptoms or COVID-19 like symptoms (fever, excessive coughing, etc.) are required to stay home.

If an employee is diagnosed with COVID-19, up to 14 days paid sick leave. If an employee is diagnosed with COVID-19, the employee may not return to work until

- 10 days have passed since their last positive test.

- AND 24 hours have passed, without the use of medication
- AND 24 hours with substantial resolution in symptoms, without the use of medication
- OR, 10 days if the individual was never symptomatic.

If a faculty or staff member has been diagnosed with COVID-19, the school will close for the remainder of the week to disinfect and communicate with families and encourage people to get tested. Furthermore, CLA will contact Riverside County Health Department to receive further instruction.

In the event that there is a confirmed case of COVID-19 at CLA, the faculty and staff will promptly notify all parents/guardians of students at CLA. CLA faculty and staff will also gather information and submit it to Riverside County Health Department in order to work with our public health officers on how to proceed. Our designated school representative regarding COVID-19 for the local health department is our office manager, Jenny Hefti, [office@concordlutheran.com](mailto:office@concordlutheran.com).

### Staff Surveillance Plan

Our faculty and staff who have regular contact with students at CLA are required to be tested once every two weeks in order to ensure that we can continue to have in-person education. Local testing sites have made it convenient for our faculty and staff to regularly get tested. This is to ensure your child's safety and health.

In the event that there is a confirmed case of COVID-19 at CLA, CLA will ensure its faculty and staff receive extra testing and work with parents to ensure that students and families have access to testing as well.

### Communication

Communication is key this year. CLA will work hard on communicating clearly and promptly to any changes in the health situation at CLA. If there is ANY illness, CLA family and faculty will be advised, consistent with privacy requirements such as FERPA and HIPAA.

### Outdoor Learning

In the event that state or local government pass new laws that prevent indoor, in-person education, CLA will pursue outdoor education. Classroom spaces will move outdoors. It is important for us to continue to have excellence in education and CLA firmly believes that in-person education is ideal. A detailed plan for outdoor learning will be developed and made available a later date if necessary. Please note that there may be a time when CLA must close for a few days to adjust our learning spaces.

### Online Learning

In the event that state or local government pass new guidelines or restrictions that bar all in-person education, CLA will switch back to online learning, similar to the 4th quarter of the 2019-2020 school year. If 2 or more students test positive for COVID-19 (6% of enrollment), CLA will toggle back to online learning for a time until it is determined that we can safely resume in person education again. (Please note that should CLA be required to toggle back to online learning, the school may close for a few days to adjust our education approach)

Our online learning plan is listed below for the start of the 2020-2021 school year:

### Weekly Schedule

Mondays serve as a non-instruction parent-teacher communication day. Parents are encouraged to sign up for a time slot on Monday mornings or afternoons to meet with parents to:

1. Pick up materials.
2. Get updates on school activities
3. Check-in with teachers on how their child(ren)'s education is progressing.
4. Express concerns to the teachers about online education and potentially problem solve.

Tuesdays-Fridays serve as instruction days during the week. Each classroom will develop its own schedule for how classroom instruction will be organized.

1. Live classes are limited to 9am-12noon.
  - a. For the benefit of our students.
  - b. For a constant contact with teachers.
2. Depending on the age level, other parts of the day will include:
  - a. Collaborative learning
  - b. Self-directed learning
  - c. Homework time
  - d. Encouragement for physical activity
3. Each teacher will also propose a schedule for parents who are involved in instruction in the home.

#### Expectations of parents

CLA has also stood for church, home, and school working together. With online schooling, we are asking parents and guardians to take extra responsibility for the education of their children while online schooling remains necessary. Here are some expectations parents should have with online learning:

1. Make sure that your child can connect to each online class.
2. Work with your children to make sure their homework is completed at an appropriate time.
3. Give your children a daily schedule.
4. Communicate with teachers if you recognize any deficiencies in learning.
5. Based on education standards for K-8 students, expect to spend 1-6 hours a day (depending on grade) assisting your student with learning
6. Come with your child to the Monday teacher meetings
7. Make a designated work space for your child at your home
  - a. organize materials
  - b. quiet learning space

## Sample Health & Wellness Monitoring Form

**Concord Lutheran Academy COVID-19 Health & Wellness Monitoring Form**

Date:				Mark "Yes" of any symptoms you have experienced in past 24 hours					Staff Member Initials
	Name	Time	Temperature (100.3 or higher)	Close contact with someone with COVID-19	Fever	Cough	Shortness of breath	Sore throat	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									

## COVID-19 Waiver of Liability – Parent & Student

From: \_\_\_\_\_

Student Name(s) : \_\_\_\_\_

To: Southern California Lutheran Elementary School Association, Incorporated  
(dba Concord Lutheran Academy)  
29581 N General Kearny Rd  
Temecula, CA 92591 (“School”)

Date: \_\_\_\_\_

I, the Parent and/or Legal Guardian of the above named Student(s), understand and agree to the following:

1. I understand that the COVID-19 Pandemic requires additional guidelines, policies and guidance within the School.
2. I understand that the School will take steps and enact policies to protect myself and my child, but that the School cannot guarantee that my family will not contract COVID-19.
3. I will inform the School and refrain from bringing my child to school if they are exhibiting any of the following symptoms that the CDC recognizes as being associated with COVID-19 including but not limited to, fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, or new loss of taste or smell, and will continue to attend services online until fourteen (14) days after the cessation of the above referenced symptoms.
4. I understand that if anyone in my immediate household is exposed to an individual with COVID-19, are ordered to quarantine by a government entity or medical provider, or test positive for COVID-19:
  - a. The student is unable to physically attend school on campus for a period of 14 days.
  - b. I agree to inform the School Principal as soon as possible.
5. I understand that my child is required to wear an approved face covering (“mask”), and will wear a mask unless they are “exempt” from wearing a mask. I further understand that masks are mandatory even when my child is outdoors in a public space and when maintaining physical distancing from other persons is not possible.
6. I further understand that by sending my child to the School for in-person class, that they may be exposed to individuals with COVID-19.
7. I understand that the School must follow Federal, State, and Local laws which may change from time to time.
8. I understand that individuals with COVID-19, including staff, can be asymptomatic and unable to self-diagnose or otherwise disclose the potential for infecting others; and

9. I understand that any information relating to COVID-19, including this confidential declaration, will be safeguarded by the School and protected from unauthorized uses.

As consideration for being permitted to send my child to School, I forever release the school, its staff, employees, teachers, volunteers, contractors, representatives, and its board from any and all liabilities, causes of action, lawsuits, claims, demands, or damages of any kind whatsoever that I, my assignees, or my heirs may have.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and the School. I understand the above, agree to abide by its terms, and sign it on my own free will.

Student Name(s) :

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Parent or Legal Guardian's Signature

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Date

---

Printed Name

## Appendix C: Commitment to Christian Education & Acknowledgment of Receipt of the *CLA School Handbook 2020-21*

*(The following pages are a sample of the document teachers, parents and students will sign annually.)*

### **Mission Statement of Concord Lutheran Academy**

*Reaching out with God's Word, Concord Lutheran Academy assists parents in educating, equipping, and encouraging their children for life and for eternity.*

We, the undersigned, hereby acknowledge receipt of the *CLA School Handbook 2020-21*.

We understand and agree to the following:

- It is our responsibility to read and comply with the policies and guidance in this handbook.
- The *CLA School Handbook* and all other written and oral materials provided to me are intended for informational purposes only; however, the continued enrollment of students is subject to adherence with the policies stated in this *CLA School Handbook* and other SCLESA policies.
- The policies and other guidance stated in this handbook are subject to interpretation, review, removal, and change by SCLESA at any time without prior notice.
- The *CLA School Handbook* does not bind SCLESA to provide educational or other products/services to me, my family, or student(s) within my custody now or hereafter.
- Only the SCLESA Board of Directors (or its designees) may make a commitment for enrollment or the provision of other products/services. If such an agreement is made, it must be in writing and signed by proper authority.
- Neither the *CLA School Handbook*, SCLESA ministry practices, nor other communications create a contract, except those written documents explicitly designated as such.
- Enrollment may be terminated by me or by SCLESA at any time, according to SCLESA policies in effect at the time.

Further, we as teachers, parents and students understand and are committed to the following:

### **Teacher/Principal Commitment**

As a redeemed child of God and a teacher of CLA I will be committed to:

- Carry out the mission of CLA
- Encourage the spiritual growth of CLA by regularly attending worship and Bible study
- Uphold the Policies explained in the *CLA School Handbook 2020-2021*
- Maintain a safe learning environment for my students
- Make communication with my students' parents a high priority
- Resolve any conflicts with CLA families directly (as stated in the *CLA School Handbook*)
- Do everything in my power to ensure my students' academic success
- Arrive prepared for school early each day
- Remain after school dismissal to assist students with studies and extracurricular activities
- Be accessible to my students
- Create a classroom atmosphere that respects each individual student as a redeemed child of God
- Strive to conduct my life in a way that glorifies God and provides a Christian example for my students

Teacher \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Commitment

As a redeemed child of God and parent/guardian of a student at Concord Lutheran Academy (CLA) I will be committed to:

- Carry out the mission of CLA
- Support the Policies explained in the CLA School Handbook 2020-21
- Encourage the spiritual growth of my family by regularly attending worship and Bible study
- Attend worship with the CLA choir when it is scheduled to sing in worship
- Make communication with my child's teacher a high priority
- Resolve any conflicts with CLA staff directly (as stated in the CLA School Handbook)
- Do everything in my power to ensure the academic success of my child
- Ensure that my child is at school before 8:15am every school day
- Ensure that my child is dressed according to the CLA dress code at the beginning of every school day
- Provide a quiet place in the home that is conducive to learning and the completion of homework
- Ensure the completion of homework
- Review and complete pertinent school documents
- Assist my child in problem solving strategies
- Attend parent-teacher conferences
- Volunteer a portion of my time to work at school
- Enforce reasonable bedtimes to ensure adequate sleep
- Notify the school in advance of any necessary absences
- Strive to conduct my life in a way that glorifies God and provides a Christian example for my child

Parent/Guardian \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### Student Commitment

As a redeemed child of God and a student of Concord Lutheran Academy (CLA) I will be committed to:

- Carry out the mission of CLA
- Abide by the Policies explained in the CLA School Handbook 2020-21
- Make the study of God's word and the worship of God a priority in my life
- Participate with the CLA choir when scheduled to sing in worship
- Share communication with my parents and teachers
- Show proper love and respect for the teachers and others who care for me at CLA
- Do everything in my power to ensure my academic success and that of my fellow students
- Be seated at my desk and be ready to learn before 8:15am every school day
- Abide by the dress code and maintain appearance that reflects my Christian values
- Complete all homework thoroughly and on time
- Seek out and find solutions to problems without resorting to excuses
- Strive to exhibit Christ-like behavior, so that all I do brings glory to God

Student \_\_\_\_\_ Date \_\_\_\_\_

